

## ADA Compliance Changes to Automated Report Forms

The California Department of Social Services (CDSS) Data Systems and Survey Design Section (DSSDS) has updated the automated report forms used to collect data on the CDSS programs. The data collection items and cells have not changed, but the report forms have had several changes to its appearance and features.

Changes to the report form were done in accordance with the [Americans with Disabilities Act](#) (ADA) standards. The report form will go into effect for the **July 2019** report month. Reports submitted for the **July 2019** report month (and all subsequent months) using the old report forms will not be accepted and a revision will be required. The updated report forms are located on the [DSSDS Automated Report Forms page](#).

The automated report form now has three main sheets with tabs visible at the bottom of the Excel file. The *Report Form* sheet is on the first tab; some reports may have multiple *Report Form* sheets. This is where the report's data is to be entered. Following the *Report Form* sheet is the *Validations* sheet, which contains the report's validations. *Quick Links* is the final sheet and consists of links to common CDSS websites.

The following sections outline the changes and new features of each sheet within the report.

### Report Form sheet

- All buttons from the top and sides of the report form have been removed.
- The email hyperlinks for questions regarding the report or instructions and technical support questions are now beneath the title of the report.
- “Please Fill Out All Data Cells” and “Error” box feature
  - When the automated report is downloaded, there is a box at the upper-right of the form that reads “Please Fill Out All Data Cells”. This box will disappear once all data cells have been filled out. If there is a validation error, the box will change to read “Validation Errors Detected Click Here to See Validation Rules to Identify Errors”. The number of validation errors will also be noted. The user can either click on the “Error” box to go to the *Validation* sheet or click the tab labeled *Validations*.
- “Date Submitted” feature
  - When the date is entered in the “Date Submitted” box at the bottom of the form, the form will be automatically checked for errors. Please note that the date entered in the “Date Submitted” box must be the date the form is being submitted/mailed to CDSS. Reports with incorrect dates will not be accepted, and a revision will be required.

- One of the following two things will occur when the date is entered:

1) If there are no errors on the report:

- For counties that use Outlook, a message asking if the user would like to email the report to CDSS will appear. When “Yes” is selected, the report will automatically save to the user’s computer and an email will be generated with the completed report attached. Please use the naming convention created in the subject line to email reports. When “No” is selected, an email will not generate, and the report will not save to the user’s computer.
- For counties that do not use Outlook, please use the naming convention below in the subject line. Do not abbreviate months or dates. Do not use all upper or lower case letters.

(Report name) (county code) (County Name) (Report Month)  
(Report Year) (Initial or Revised) (submission date MM-DD-YY)

Example: **HSP14 01 Alameda February 2019 Initial 04-01-19**

Example: **HSP14 01 Alameda February 2019 Revised 04-02-19**

2) If there are errors on the report:

- The date submitted will be removed and a message notifying the user that there are errors on the report will appear.
- Once the errors have been corrected, the user will need to re-enter the date in the “Date Submitted” box and the form will be checked for errors again.

- *Multiple Report Form sheets*

- There are automated report forms that have multiple *Report Form* sheets (such as the CW 115 and CW 115A reports). The user needs to enter the report’s data and contact information on the first *Report Form* sheet. When the user enters the date in the “Date Submitted” box, the report will automatically check that sheet for errors.

- One of the following two things will occur when the date is entered:

1) If there are no errors on the first sheet:

- A message will notify the user that all data cells are valid and will ask if the user would like to continue to the next *Report Form* sheet. The user can select “Yes” and will be automatically brought to the next *Report Form* sheet. If the user selects “No”, the user will remain on the sheet and can manually select the next *Report Form* sheet by clicking the next tab.

- 2) If there are errors on the first sheet:
  - The date submitted will be removed and a message notifying the user that there are errors on the report will appear. Errors will be circled on the report form.
- The “Date Submitted” box must be entered on all *Report Form* sheets.
- Contact information section
  - The report’s contact person and supervisor name and email must be different. An error will trigger if either of these are identical.
  - Telephone numbers are automatically formatted. An error will trigger if anything other than the digits of the telephone number are entered (i.e., dashes, hyphens, periods, etc.).
  - For reports with multiple *Report Form* sheets, the contact information entered on the first *Report Form* sheet will populate on subsequent *Report Form* sheets.

#### Validations sheet

- When the report form is downloaded, the validation table will have “True” in the Validity column of the table. If there are data validation errors on the *Report Form*, the “True” in the validation table will change to “False”.
- Users can filter the table to only show “False” validations by simultaneously pressing Control, Shift, F. The validation table will reset to all validations in the table when the user leaves the *Validations* sheet.
- There are different types of cells that need to be manually checked by the user (i.e., cells that must match cells from the previous report period). These cells will be listed as “Check” to remind the user to check and ensure the data in that cell is accurate. These types of cells will not cause a validation error in the report, but there is a potential for an error to occur when the report is processed.

#### Quick Links sheet

*Quick Links* consists of hyperlinks for the below CDSS websites:

- CDSS website  
<http://www.cdss.ca.gov>
- DSSDS Research and Data Reports website  
<http://www.cdss.ca.gov/inforesources/Research-and-Data>

- DSSDS Report Forms and Instructions website  
<http://www.cdss.ca.gov/inforesources/Research-and-Data/Report-Form-and-Instructions>
- DSSDS Automated Report Forms Technical Assistance  
This hyperlink will open the DSSDS automated report forms technical assistance document in a PDF file.
- Report Instructions  
This hyperlink will open the report instructions in a PDF file.